

MEDICAL OFFICE

The Disposition Plan

The details of the disposition plan developed for the Medical Office are embodied in the attached records control schedule. Pertinent facts pertaining to this schedule follows:

1. Item No. 1 reflects the development and administration of the Agency medical program. Items No. 39, 41, 42, 44, 45 and 46 reflect the development and administration of the medical program in support of Agency functional activities. Collectively, these items were appraised to be necessary in understanding the functional activities of the Office. It was recommended that they be maintained as permanent records. This recommendation was accepted.

2. Items No. 20, 22, 34, 38 and 38.1 consist principally of standard and Agency form records which document individual employees medical history. There is a moral and legal obligation to maintain this material along with other records that protect the rights of individuals. The disposition plan is specific in this respect.

3. All other records, except Library material which is proposed for eventual return to that facility, were determined to be of temporary value. Preliminary discussions with the National Archives indicate general approval with this determination. Disposal standards will be developed accordingly.

4. The records inventory established an estimated 639.6 feet of material maintained in 760 feet of file space. The excess of 120.4 feet of filing space is accountable by overnight storage, expansion for current files and losses due to physical separation. This is the most efficient utilization of file equipment recorded in any office of the Agency.

5. Upon completion of the Records Control Schedule, 101 feet of records were either transferred to the Center, returned to the Library or destroyed.

The File Plan

1. There was developed during the course of this study, a plan for the maintenance of current records. Subject categories, specific to the needs of the various segments of the Office and in complete conformance with the overall Agency plan, were established. The developed systems were installed and personnel trained.

2. It was determined that the simple logging procedures now in use were sufficient for all essential mail control purposes. In addition, it was determined that the present location of records provided an effective

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reference service and adequate security. It was felt, however, that certain economies and improvements in records keeping could be accomplished by maintaining all records for activities in the Central Building in a single facility. This proposition was discussed with Mr. [REDACTED] and others in the Medical Office. It was generally agreed that such a plan should be contemplated only if and when the Administrative Support Division is located in an area adjacent to the other activities.

Continuing Activity

1. In accordance with present operating procedures, an analyst of the Records Management Staff, has been assigned to serve as records officer for the Medical Office. This analyst will be responsible for complete activation of the records control schedule and to assure that all filing operations are being conducted in accordance with the developed plan. In addition this analyst will make an annual review of both the disposition and filing plans.

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37 48	MAR 54	CASE RECORD	PAD	N	26 39
37		MONTHLY RECORD	C/S	N	26 39
37 84	SEP 50	MEDICAL REFERRAL SLIP	C/S	S	26 39
37 85	OCT 50	MEDICAL SUMMARY - BLUE	C/S	N	26 39
37 86	JAN 51	CERTIFICATE FOR WAIVER OF IMMUNIZATION	C/S	S	26 39
37 159	DEC 52	SUBJECT - PROJECT INDEX CARD	CARD	N	35 39
37 165	MAR 53	REQUEST FOR REPORT ON SICK LEAVE	C/S	N	26 39
37 168	JUN 53	BLOOD PRESSURE AND/OR PULSE WORK-UP SLIP	/S	N	26 39

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*Agency* →

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CA 1	OCT 52	EMPLOYEES NOTICE OF INJURY OR OCCUPATIONAL DISEASE	C/S	S	26	39
CA 16		REQUEST FOR TREATMENT OF INJURY UNDER THE UNITED STATES EMPLOYEES COMPENSATION ACT	C/S	S	26	39
CA 17		REQUEST FOR TREATMENT OF INJURY UNDER UNITED STATES EMPLOYEES COMPENSATION ACT WHEN CAUSE OF INJURY IS IN COURT	C/S	S	26	39
PH731	DEC 48	INTERNATIONAL CERTIFICATE OF INOCULATION AND VACCINATION	CARD	S	26	39
SF 78	JUL 49	CERTIFICATE OF MEDICAL EXAMINATION	M/P	S	26	39
SF 88	AUG 50	REPORT OF MEDICAL EXAMINATION	C/S	S	26	39
SF 89	AUG 50	REPORT OF MEDICAL HISTORY	C/S	S	26	39
SF 514A	MAY 51	URINALYSIS	SET	S	26	39
SF 514C	AUG 48	SEROLOGY	SET	S	26	39
SF 514D	MAY 51	BLOOD CHEMISTRY	SET	S	26	39
SF 519A	FEB 51	RADIOGRAPHIC REPORTS	SET	S	26	39

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*Other Govt. Agencies →*

*Total used by Medical, All types — 19*

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